

ASSISTANT ZONING ADMINISTRATOR

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate professional and administrative work assisting with the administration and enforcement of the zoning ordinances and management of zoning functions; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting in management and coordination of the administrative, interpretation and enforcement of the zoning ordinance, including land development review process; preparing and maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists in supervising, directing, and evaluating assigned staff; counsels, disciplines and completes employee performance appraisals.
- Assists in the coordinating daily operations of the Zoning Office; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff; assists with complex/problem situations, and provides technical expertise.
- Acts as Chief of Zoning, Permitting and Inspections when required.
- Interprets and enforces provisions of the County's zoning ordinance, various environmental codes and other applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Prepares and presents staff reports to various boards/committees, including the Board of Zoning Appeals, Planning Commission and Board of Supervisors.
- Prepares/drafts conditions of approval and presents staff reports to Board of Zoning Appeals, Planning Commission and Board of Supervisors for special permits, variances and zoning ordinance text amendments.
- Prepares/drafts conditions of approval and presents staff reports to Planning Commission and Board of Supervisors for additions, renewals and withdrawals.
- Assists with the development and implementation of enforcement tools and programs.
- Reviews violation investigations and notices; coordinates court cases.
- Assists with interpretations of the Zoning Ordinance; prepares written and legal binding determinations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of planning, principles and land development processes and rights, through knowledge of municipal ordinances governing zoning related codes; general knowledge of routine legal procedures as related to the enforcement of laws and ordinances; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to communicate effectively in both oral and written forms; ability to establish and maintain effective working relationships with property owners, building contractors, attorneys, engineers, County officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with a degree in planning or related field and considerable experience in zoning administration.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires stooping, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.